TEACHER OPTIONS

First select the activity you wish to customize. Press a number from 1 to 4, then press RETURN. For each option, the current setting is highlighted. You can keep the current setting by pressing RETURN. To change the setting, press the number of the desired setting, then press RETURN.

FROG HOP
How should the groups be presented?

1. Alphabetically
2. By keyboard groups
3. Randomly

HOP TO IT
How many keys should be left blank for the student to fill in?

1. 6 blank keys
2. 16 blank keys
3. 26 blank keys
4. 36 blank keys

KEY HOP
How should the keys used in the patterns be grouped?

1. Alphabetically
2. By typing groups

HOP AND SPELL
How should the words be presented?

1. Alphabetically
2. Randomly

How should words be displayed?

1. Upper case
2. Lower case

After you finish customizing an activity, you may choose another activity, or press Control-X to return to the menu. (You may press Control-X to return to the menu at any time while using Teacher Options. The options you have selected up until you return to the menu will take effect.)

Care of Disks

The micro-software program is recorded on the magnetic coating of the program disk, which is permanently sealed inside a protective cover. Do not touch the surface of the disk that is visible through the oval cutout in the protective cover. When the disk is not in use, it should be returned to its own envelope and stored in a safe place away from dust, magnetic fields, and temperature and humidity extremes. Do not bend, staple, or write on the disk or its protective cover with a ball point pen or pencil.

Warranty

Troll Associates provides a lifetime guarantee on Troll micro-software disks as long as the product is in production. If any single-user program fails to load or run, simply return it to us for a free replacement.

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Troll Associates

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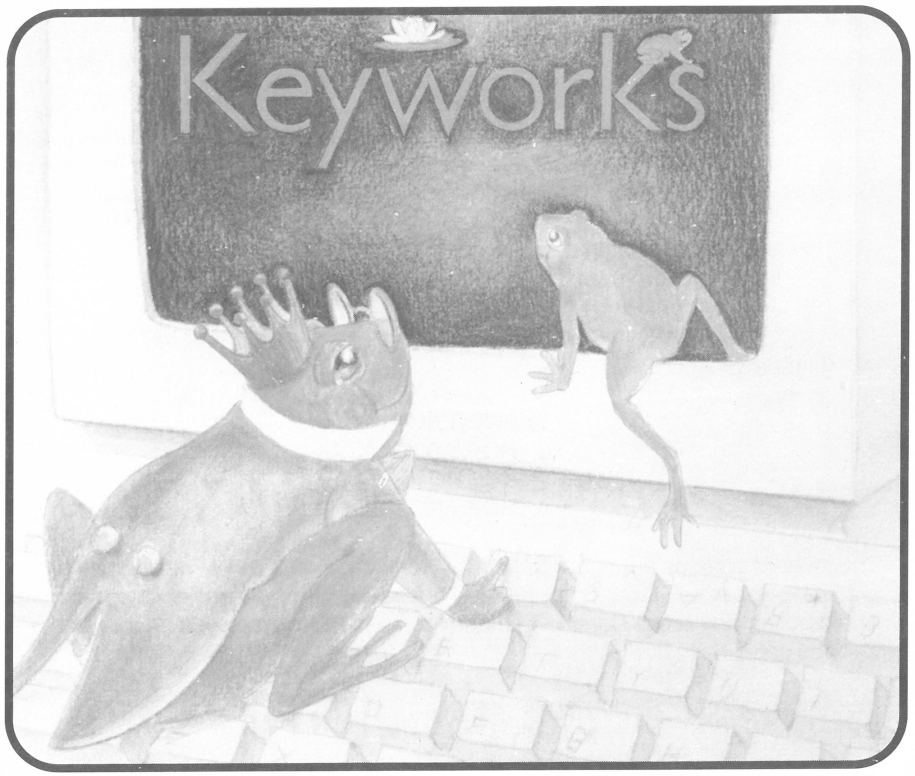
Troll MICRO

COURSEWARE

KEYWORKS

First Keyboarding Skills



Troll Micro-Software

KEYWORKS
First Keyboarding Skills
Micro User's Guide

System Requirements

1. Apple IIGS, IIc, IIe, II+, II (with Applesoft and at least 48K of RAM), or Macintosh LC (with Apple IIe Card).
2. One disk drive.
3. A TV set or video monitor (color is recommended).

How to Use This Program

KEYWORKS: First Keyboarding Skills is an interactive program designed to help students learn to recognize and identify the letters of the alphabet, the digits 0 through 9, and the space bar, as they appear on a typewriter or computer keyboard. Students also learn to follow instructions, use the computer keyboard and improve eye-hand coordination. These skills are presented in a format that is entertaining as well as educational.

Getting Started

Insert the program disk into the disk drive with the label facing up and the oval cutout facing away from you. Close the door on the disk drive and turn on the monitor and computer. The red light on the disk drive will light up as the program loads.

NOTE: Some Apple computers require that PR#6 be typed before the program begins loading.

When the program has loaded, the Troll logo will appear, followed by the title. Then the menu appears.

1. FROG HOP
2. HOP TO IT
3. KEY HOP
4. HOP AND SPELL

The student presses a number from 1 to 4 to choose an activity, which will load and run automatically. The student may press C to see the credit screen or Q to quit the program. The teacher may press Control-T whenever the menu is displayed to access the Teacher Options section.

Special Keys

	?	**Display Help screen**
CONTROL	X	**Return to Menu**
CONTROL	O	**Turn sound On or Off**

The Activities

FROG HOP

Objective: Students are introduced to the keyboard and learn to identify and press specific keys.

Procedure: The space bar is identified on the screen. The student is asked whether an introduction is desired, and presses Y for Yes or N for No. After the introduction, the keyboard is displayed, and a frog jumps to a specific key. The student is instructed to press that key. If the student presses an incorrect key, the incorrect key is crossed out, the correct key is flashed, and the game proceeds with another key. For each correct key pressed, the student earns a crown. After four keys have been attempted, the crowns earned are displayed on top of the corresponding keys. The game proceeds with groups of four keys until all 36 keys have been attempted. Then the number of keys the student pressed correctly is indicated, along with the number of keys that were incorrect. The student is asked if he or she wants to play again, and presses Y for Yes or N for No.

HOP TO IT

Objective: Students reinforce their familiarity with the keyboard by identifying keys which are unmarked on the keyboard displayed on the screen. The game is made more challenging and exciting by timing the students.

Procedure: The space bar is identified on the screen. The student is asked whether an introduction is desired, and presses Y for Yes or N for No. After the introduction, the student is asked whether slow water or fast water is desired, and presses 1 for slow water or 2 for fast water. (The water times the student, so pressing 1 selects a slower game, while 2 selects a faster game.) The keyboard is displayed with several keys left unmarked (that is, without letter or number). The student must press all the unmarked keys (in any order) before a pond, displayed at the bottom of the screen, runs dry. When a correct key is pressed, a frog jumps to the key, and the key is filled in with its letter or number. When the pond runs dry, the number of keys the student pressed correctly is indicated, along with the number of keys that were incorrect. The student is asked if he or she wants to play again, and presses Y for Yes or N for No.

KEY HOP

Objective: Students continue to reinforce their familiarity with the keyboard and learn to follow directions by typing simple letter sequences.

Procedure: The student is asked whether an introduction is desired, and presses Y for Yes or N for No. If the student presses Y, the location of the space bar on the keyboard is shown, and the student is instructed to press it when it flashes. After the introduction, the student is asked whether short patterns or long patterns are desired, and presses 1 for short patterns or 2 for long patterns. (Short patterns are sequences of three or four letters or numbers, made up of two different letters or numbers; long patterns are sequences of five or six letters or numbers, made up of two or three different letters or numbers.) A pattern is displayed in the lower left corner of the screen, and a frog follows the pattern by hopping to the keys in order. The student must follow the pattern, pressing the keys in order. When a correct key is pressed, the frog jumps to the key. Each correct letter or number is displayed on the screen, forming a copy of the original pattern. When an incorrect key is pressed, a frog displayed in the lower right corner of the screen shakes his head no, and the correct key flashes. After four exercises, the student is asked if he or she wants to play again, and presses Y for Yes or N for No.

HOP AND SPELL

Objective: Students continue to reinforce their familiarity with the keyboard and learn to follow directions by typing simple words.

Procedure: The student is asked whether an introduction is desired, and presses Y for Yes or N for No. If the student presses Y, the location of the space bar on the keyboard is shown, and the student is instructed to press it when it flashes. After the introduction, the student is asked whether short words or long words are desired, and responds by pressing 1 for short words or 2 for long words. (Short words consist of two to three letters; long words consist of four to six letters.) A word is displayed. The keys corresponding to the letters of the word are highlighted on the keyboard displayed on the screen, and the first letter of the word is boxed. As the letters of the word are boxed in order, the student presses the keys corresponding to the letters in the word, and a frog hops from key to key. If an incorrect key is pressed, the correct key flashes. After four exercises, the student is asked if he or she wants to play again, and presses Y for Yes or N for No.